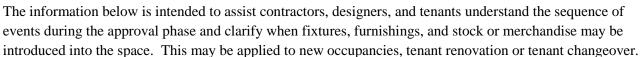


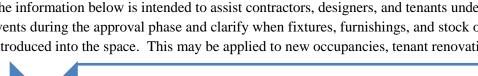
CHARLESTON FIRE DEPARTMENT

Fire Marshal Division



New Occupancy Workflow







- Appropriate permits issued based on the scope of work.
- Job site maintained in a safe and orderly manner, exits and required fire protection maintained.
- Tenant may apply for their BLCO or Business Licenses Certificate of Occupancy at any point in the process.

Fixturing

- Non-fixed and movable fixtures, cases, racks, counters and partions not over 5'9".
- Built-in elements identified on the approved construction plans.

Furnishing

- Subtrades have obtained final inspections, exits are clear and ready for use.
- Fixed fire protection (fire walls, fire doors, fire extinguishers, etc.) installed.
- Fire sprinklered buildings: system must be finaled and monitored.

Certificate of Constructon Completion

- All permited trade inspections resolved, Building, Fire, Planning, Zoning, DRB/BAR, Parks final inspections passed.
- Elevation Certificate and all applicable FEMA documents submitted.
- Construction project officialy completed.

Move In

- Tenant initiates move-in, stock, and/or merchandising of the space.
- Final setup established and Certificate of Occupancy inspection requested.

Certificate of Occupancy (CO)

- All outstanding items resolved and fees paid.
- Certificate of Occupancy inspection passed.
- Bulding, Fire, Planning, Zoning, DRB/BAR, Parks provide final sign-offs for CO.

City Business License (CBL)

 Tenant secures their City Business Licencs (CBL) or providing adequate information to the Finance Office regarding nonprofit status.

Open

- Post the CO and CBL within public view near the primary entry.
- Ready to open for employeess and citizens.

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